

Permit Inspections

With Client Self Service, you can now schedule, cancel, and reschedule inspections. Easily view all of your upcoming inspections in your portal.

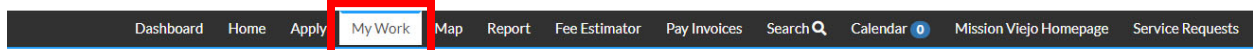
Once your permit has been issued, the Inspections area of the portal will become visible.

Schedule an Inspection

Select the My Work tab from the top tool bar.

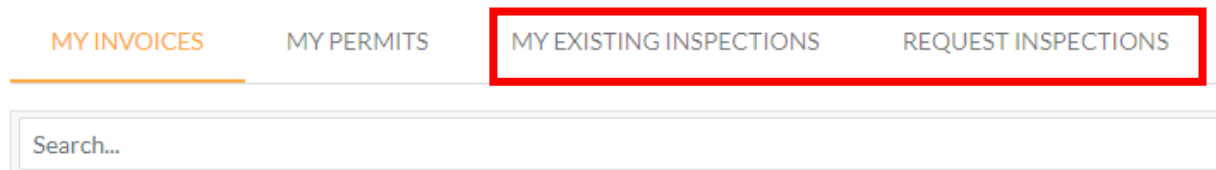


CMV Demo - 1



If you have issued permits, the Inspection sections will be visible

My Work



To schedule an inspection, select My Permits and select the permit number for an issued permit in which you would like to schedule an inspection.

My Work

Permit Number	Project	Address	Permit Type	Status	State
BMISC		2752	Residential Miscellaneous Building Permit	Issued	Active
BCI-		2723.	Commercial Landlord or Tenant Improvement Without an Addition	Fees Due	Attention, Pending (On Hold, Unpaid Fees)

Select Inspections to view the inspection details.

Dashboard Home Apply My Work Map Report Fee Estimator Pay Invoices Search Q Calendar 0 Mission Viejo Homepage Service Requests

Permit Number: BMISC Add to Cart

Permit Details | Tab Elements | Main Menu

Type:	Residential Miscellaneous Building Permit	Status:	Issued	Project Name:	
Applied Date:	10/30/2023	Issue Date:	11/20/2023		
District:	N/A	Expire Date:	05/28/2024		
Square Feet:	0.00	Valuation:	\$9,035.00	Finalized Date:	
Description:	REMOVE DAMAGE				

Summary Locations Fees Reviews **Inspections** Attachments Contacts Sub-Records Holds More Info

Progress Workflow Available Actions

The Inspections tab allows you to request inspections, view scheduled inspections, and reschedule inspections.

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections Sort Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
BLDINS	Drywall Nailing	Scheduled	03/15/2024	03/15/2024		Reschedule
BLDINS	Rough Framing	Passed - permit	11/30/2023	11/30/2023		

Results per page 10 1 - 2 of 2 << < 1 > >>

Select which inspection Action you would like to request then select Request Inspection

Request Inspections Sort Order

Description	Reinspection	Action
Exterior Lath/Wrap	No	<input checked="" type="checkbox"/>
Insulation	No	<input type="checkbox"/>
Final Building Department	No	<input type="checkbox"/>

Results per page 10 1 - 3 of 3 << < 1 > >>


Request Inspection

Complete Inspection Details and click submit.

1 #BPV-2024-0012


Inspection Type: Final Photovoltaic **Case Type:** Solar APP+

Address: Mission Viejo, CA 92691

***Requested Date** 

Comments

More Info

***What time of day do you prefer?** 

What time of day do you prefer? is required.

***Inspection Contact Phone Number**

Inspection Contact Phone Number is required.

***Inspection Contact Email**

Inspection Contact Email is required.

Gate Code (if applicable)

You will receive an email confirming your inspection. It will also be listed in your portal.

Cancel an Inspection

There is more than one way to cancel your inspection, depending on what view you are in.

Under My Work, select My Existing Inspections and select the inspection number.

Select reschedule in the top right corner. Select the new date and time for your inspection.

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Inspection Number: BLDINS- Reschedule

[Inspection Details](#) | [Tab Elements](#) | [Main Menu](#)

Inspection Type:	Exterior Lath/Wrap	Requested Date:	03/15/2024	Requested Time:	AM
Inspection Status:	Scheduled	Scheduled Date:	03/15/2024	Scheduled Time:	AM
Permit Number:	BMISC- [redacted]	Completed Date:		Completed Time:	
Inspector Name:	[redacted]	Inspector Phone:	949-470-[redacted]		
Main Address:	2752 [redacted] MISSION VIEJO, CA 92691 [redacted]				

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My Work

MY INVOICES MY PERMITS MY EXISTING INSPECTIONS REQUEST INSPECTIONS

Search... Export to Excel

Display Scheduled ▾

Inspection Number	Inspection Type	Address	Status	State	Case Number	Requested	Scheduled	Comp
BLDINS-	Exterior Lath/Wrap	2752	Scheduled	Scheduled	BMISC	03/15/2024	03/15/2024	
BLDINS	Drywall	2752 [redacted]	Scheduled	Scheduled	BMISC [redacted]	03/15/2024	03/15/2024	